

For: State and County Offices

**Availability of Action Teams**

Approved by: Acting Deputy Administrator, Farm Loan Programs



**1 Overview**

**A**

**Background**

Widespread disasters have resulted in a significant number of emergency designations throughout the nation. Some States have already indicated that they anticipate an increase in applications for emergency (EM) loans. With the shortage of staff in many offices, there is some concern that EM loan application processing may be delayed. Loan applications must be processed as quickly as possible to minimize the adverse impact on producers.

In an effort to minimize this impact, FSA has established Action Teams that may be deployed to Field Offices to help them process disaster assistance in a timely manner. These Action Teams consist of up to 6 individuals who are experienced in loan processing or support staff functions. Deployment of these Action Teams will be managed and monitored by the National Office.

**B**

**Purpose**

This notice:

- notifies SED's that Action Teams are available to assist where needed
- informs SED's of the method for requesting Action Teams
- outlines the responsibility of SED's and County Office employees when Action Teams are being requested.

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**Disposal Date**

September 1, 1999

8-20-98

**Distribution**

State Offices; State Offices relay to County Offices

## 1 Overview (Continued)

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### C

#### Action Team Composition

Action Teams consist of 4 individuals who are experienced and trained in loan making and servicing actions. This includes the processing of EM loans and the automated EM loan calculation software. In addition, these individuals will have laptop computers available to assist them in processing EM loan applications. Each team will also have 2 support staff members available to assist the office with their overall clerical and administrative functions during this time.

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## 2 Requesting Action Team Assistance

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### A

#### SED Action

SED's must continue to monitor the number of loan and servicing applications being received in Field Offices. This includes direct and guaranteed loan and servicing requests. When it is determined that a need exists for an Action Team, SED must contact 1 of the following individuals in descending order.

Contact Person	Telephone and FAX Numbers
David Nix Program Specialist Office of the Executive Director for State Operations	Telephone: 202-720-7094 FAX: 202-720-4604
Chuck Ropp Senior Loan Officer Direct Loans/Funds Management Branch Loan Making Division	Telephone: 202-690-4017 FAX: 202-690-1117
Mike Hinton Branch Chief Direct Loans/Funds Management Branch Loan Making Division	Telephone: 202-720-1764 FAX: 202-690-1117

When requesting that an Action Team be made available, SED shall supply the contact person with the following:

- locations of the Field Offices in need of assistance
  - name of a contact person in the Field Office
  - number of loan applications on hand as well as the number of anticipated additional applications, if known.
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**2 Requesting Action Team Assistance (Continued)**

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**A**

**SED Action  
(Continued)**

SED's shall:

- coordinate with the County Office to ensure that space is made available for the Action Teams
  - assist in making any other accommodations needed for the Action Teams.
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**B**

**County Office  
Action**

County Offices shall:

- assist SED and National Office with making arrangements for the Action Teams, including ensuring that office space and equipment is available for the team members upon arrival
- make lodging arrangements for Action Teams and supply the teams with confirmation numbers and information regarding lodging.

In addition, the County Office will do any preliminary preparation needed to ensure that the Action Teams are able to begin processing applications immediately upon arrival in the office. This includes:

- scheduling appointments for farm visits, appraisals, or other field activities
- collecting information to ensure that the application is complete when possible
- identifying information needed
- similar activities.

Preparation is a very important part of ensuring that Action Teams operate effectively.

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**C**

**Who to Contact**

Direct any questions to the contact persons listed in subparagraph A.

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